

PROJECT IDENTIFICATION SIGN NOTICING REQUIREMENTS

Permits that Require Project Identification Sign Noticing

All projects except for minor setback exceptions in R1, fence exception applications, change of use permits without impacts to other properties and minor facade improvements not requiring DRC review, sign permits issued over the counter. If you have questions about the project sign requirements and if your project requires a sign or have questions about the size of the sign, you may contact the Planning Division at (650) 903-6306 to discuss the project sign requirement for your project.

Size

Downtown Signs (11" x 17")

Required for provisional use permits, sidewalk café permits, convenience and necessity in the downtown only, facade improvements and small additions to existing buildings in the City's downtown. Downtown signs may be allowed inside storefront windows, but must be visible from public right-of-way. Signs should be made of card stock paper laminated with plastic.

Standard Signs (2' x 3')

Required for conditional use permits, variances, provisional use permits, subdivisions of four or less lots, new construction proposing four or less units,

single-family construction on a parcel less than 5,000 square feet, single-family construction on a parcel less than 40' wide, R1 minor and major exceptions, new construction, existing multi-family projects with nonconforming FAR, but addition otherwise conforms to ordinance, major remodel or site plan modification in R3, new single-family or duplex in R3, a historic permit and a change of use permit for a site with insufficient parking. Signs shall be constructed of wood or metal and secured to the ground with 2" x 2" post(s).

Large Signs (4' x 6')

For subdivisions of five or more lots, new construction proposing five or more units, major facade improvements requiring DRC review, cellular facilities, planned community permits, new construction of industrial or commercial buildings, TOD permits in transit zones. Signs shall be constructed of wood or metal and secured to the ground with 4" x 4" post(s).

Number and Placement on Site

- Project identification signs shall be placed on each street frontage, except for individual single-family homes on corner lots only; one sign is required along the front of the property.
- Notices must be posted within 10' of a streetside lot line, must be visible to pedestrians and motorists and shall not be posted in the public right-of-way.

- Standard signs (2' x 3') should not be placed less than 4' above grade or 6' above grade as measured from the top edge of the notice. Large signs should not exceed 8' above grade. Signs cannot be affixed to the outside of a window.

Contents of the Sign

The content of the sign should include the following information. Prior to construction of the sign, the language of the sign needs to be finalized by the Planning Division. See the attached example.

- Project description.
- Project address.
- Project file number.
- Name of the applicant.
- Contacting for the Planning Division's project manager. The project manager's name and e-mail and main phone number of (650) 903-6306.
- Visiting the Planning Division's Public Information Counter (include current hours).

- The applicant may include their contact information on the sign.
- Statement that information in Spanish can be obtained by contacting the department at the name and number to be provided.

Timing of Placement

Project identification signs shall be placed on-site 10 days prior to the first formal DRC meeting or, if DRC is not required, the first Zoning Administrator meeting.

Replacement of Signs

The applicant is responsible to replace any missing, damaged or vandalized signs upon the request of the City.

Removal

The applicant shall remove the project identification sign 10 days after the final decision of the permit request.

Verification of Placement

The applicant shall submit a signed declaration confirming that the project identification sign(s) were installed.

(Example)
NOTICE OF DEVELOPMENT PROPOSAL

The City of Mountain View Community Development Department has received an application for a Planned Unit Development and Tentative Map at this property.

PROJECT DESCRIPTION: Request for a Planned Unit Development and Tentative Map for up to 58 rowhouse units and 6 small-lot, single-family homes and a public trail on a 6.4-acre property in the R2 Zoning District.

PROJECT ADDRESS:

APPLICANT:

To be added to the notification list for meetings and hearings, please contact (650) 903-6306 using the project address as a reference.

FOR ADDITIONAL INFORMATION

- Contact Planner Name in the Planning Division at (650) 903-6306 or by e-mail *planner.name@mountainview.gov*.
- Visit the Planning Division's Public Information Counter to view project plans, City Hall, 500 Castro Street, Monday through Friday (8:00 a.m. to 12:00 noon); Monday through Wednesday and Friday (1:00 p.m. to 4:00 p.m.).
- Para información en español acerca de esta solicitud, comuníquese al (650) 903-6145.